



**Langley Research Center
DIRECTIVES MANAGEMENT
TRANSMITTAL SHEET**

LAPD 1700.7

MATERIAL TRANSMITTED

LAPD 1700.7, Traffic Management

RECISION

LAPD 1700.7, dated March 8, 2001

SUMMARY

This directive has been revised to:

- Include policy on establishing traffic regulations and methods of disposition of traffic offenses.
- Update the Security and Program Services Services responsibilities:
 - Investigate traffic violations and accidents occurring at parking areas
 - Issuance of citations for enforcing parking regulations and records of traffic violations.
 - Provide copies of citations or LaRC policies to supervisors.
- Update Drivers responsibilities:
 - Obey officers controlling traffic
 - Yield the right-of-way to emergency vehicles
 - Aid any injured persons and then summon a security officer to report an accident.
 - In the event of a traffic accident, provide additional information to security officer: vehicle registration and insurance card.
 - While entering the Center's security perimeter, drivers will:
 - Slowly proceed into the armed checkpoint at Center gates.
 - Personal conduct must be compliant, patient, and un-provocative.
 - The use of items such as cell phones, handheld personal radios, books, or any other item or device, which could distract the driver, or present a hazard to the security officer, is prohibited.
 - Present your NASA access pass or badge to the security officer and follow all instructions.
- Update traffic regulations (attachment A):
 - Authority to search vehicles
 - Requirements of insurance and vehicle registration
 - Placement of LaRC decal
 - Authority to tow vehicles that are parked where an issue of security is involved

- Pedestrian safety at crosswalks
 - Usage of earphone while driving a motor vehicle
 - Requirements for unattended vehicles.
 - Appeals of traffic citations and suspensions
 - Entering security check points at Center gates
- Update LaRC traffic violation point assessment table
- Reformat LAPD 1700.7 to comply with NPR 1400.1, "NASA Directives System Procedural Requirements."



LANGLEY
POLICY
DIRECTIVE

Directive: LAPD 1700.7

Effective Date: _____

Expiration Date: _____

Responsible Office: Security and Program Protection Services, Center
Operations Directorate

Subject: Traffic Management

1. POLICY

- a. Establish traffic regulations and methods of disposition of traffic offenses to achieve maximum traffic safety for all motor vehicle operators, bicyclists, and pedestrians on the Langley Research Center (LaRC).
- b. Compliance with this directive is a condition for permission to operate a motor vehicle or bicycle on the Center.

2. APPLICABILITY

This directive is applicable to motor vehicle operators, bicyclists, and pedestrians employed by, working on, or visiting LaRC.

3. AUTHORITY

- a. 42 U.S.C. 2473(c)(1), Section 203(c)(1) of the National Aeronautics and Space Act of 1958, as amended.

4. REFERENCES

- a. LAPD 1600.3, "LaRC Security Policy."

5. RESPONSIBILITY

- a. Security and Program Protection Services (SPPS) will:

- (1) Enforce LaRC traffic regulations (see Attachment A)-and security protocols.
- (2) Investigate traffic violations and accidents occurring on LaRC property and at parking areas associated with property contracted to NASA for the purpose of law enforcement and facility security.
- (3) Remove unattended vehicles which constitute a security/safety hazard when the owner/driver cannot be located or refuses to move the vehicle. An owner/driver who refuses to move a vehicle or otherwise causes the removal of an improperly parked vehicle, may be charged with the removal cost.

- (4) Enforce parking regulations through the issuance of citations.
- (5) Maintain records of traffic violations through the issuance of citations.
- (6) Assess points for violations according to the LaRC Traffic Violation Point Assessment Table (Attachment B). All assessment notices will include the total number of points accumulated within the reckoning period.

(7) Initiate action to suspend driving privileges of drivers who have been assessed 15 traffic points in a 12-month reckoning period.

(8) Provide copies of citations issued for violations of traffic laws or LaRC policies to supervisors for counseling and actions to prevent future infractions and to promote a safer driving environment.

b. Drivers will:

- (1) Obey Officers uniformed and non-uniformed Security Personnel controlling traffic and enforcing LaRC traffic and security regulations.
- (2) Park only in authorized parking spaces. Observe all parking restrictions in areas where official signs, other markings, or operations prohibit or restrict parking.
- (3) Yield the right-of-way to emergency vehicles by Pull-pulling to the right hand curb and stopping, clear of any intersection and remain in such position until an emergency vehicle has passed, except when otherwise directed by an Officer controlling traffic.
- (4) In the event of a traffic accident:
 - (a) Summon aid for any injured persons and then summon a Security Officer to report the accident.
 - (b) Give name, badge number, organization, and, upon request, show driver's license, vehicle registration, and insurance card to the officer.
 - (c) Remain at the scene of the accident unless it is absolutely necessary to leave for the purpose of summoning aid.

(5) While entering the Center's security perimeter, drivers will:

(a) Slowly proceed into the armed checkpoint at Center gates.

(b) Personal conduct must be compliant, patient, and un-provocative.

(c) The use of items such as cell phones, handheld personal radios, books, or any other item or device, which could distract the driver, or present a hazard to the security officer, is prohibited.

(d) Present your NASA access pass or badge to the security officer and follow all instructions.

6. DELEGATION OF AUTHORITY

None

7. MEASUREMENTS

None

8. CANCELLATION

LAPD 1700.7, dated March 8, 2001.

Roy D. Bridges, Jr.
Director

Attachments A-B

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LANGLEY RESEARCH CENTER TRAFFIC REGULATIONS**1. VEHICLE INSPECTIONS**

Pursuant to 14 CFR Section 1204.1001, for purposes of security, NASA reserves the right to conduct an inspection and search of any persons and-or any vehicles as a condition of admission to, exit from, or continued presence on the Center.

2. LICENSING AND REGISTRATION

A current valid state or recognized international driver's license, insurance, and vehicle registration are required to operate a motor vehicle on LaRC. LaRC Security Officers may require motor vehicle operators to show a driver's license, insurance card, and vehicle registration. Access to the Center ~~may~~ shall be denied to any motor vehicle operator who does not have a license in his possession. Commercial vehicle drivers must be properly licensed for the class and type of vehicle they are operating. The LaRC decal must be permanently affixed to the center of the front windshield, behind the rearview mirror, and below the window tint line so that it is readily visible to security personnel.

3. LARC VEHICLE REGISTRATION

LaRC permanent employees must register their privately owned vehicles with the Badge and Pass Office. The decal is used to identify authorized vehicles at the Center and. ~~It~~ is an effective and efficient means by which to locate the owner/driver in the event of a traffic accident, parking violation, or security/safety hazard requiring the vehicle to be moved. The decal expedites entry to the Center and assists Security Officers in identifying the owner/operator of the vehicle. The LaRC decal must be removed if the employee terminates employment, sells or transfers the vehicle, or loses LaRC driving privileges.

4. ABANDONED AND IMPROPERLY PARKED VEHICLES

Abandonment of a vehicle on the Center is prohibited. A vehicle is considered abandoned if left unattended for longer than 72 hours, or parked without license plates. A vehicle is improperly parked if it is in an area or location that presents an immediate threat to security or safety or the orderly flow of traffic. Individuals employed at LaRC should notify the Emergency Dispatch Office if they need to leave their vehicle unattended for more than 48 hours. A reasonable attempt will be made to identify and locate owners of suspected abandoned or improperly parked vehicles before they are towed unless an issue of security is involved. Where possible Security Officers will place a notice of intent to impound on the vehicle 24 hours before the vehicle is towed. Vehicles may be towed at the owner's expense. In the case of vehicles parked where an issue of security is involved, the vehicle will be immediately towed and the owner charged with the cost of towing.

5. ACCIDENTS AND ACCIDENT REPORTING

The driver or owner of any vehicle involved in an accident on the Center must immediately notify the Emergency Dispatch Office. Report the accident in accordance with detailed instructions provided by the on-scene security officer. The operator of any NASA government vehicle involved in an accident off the Center must notify the local law enforcement agency having jurisdiction where the accident occurs.

6. SPEED LIMITS

a. LaRC posted speed limits range from 10 to 25 mph. Twenty-five mph is the maximum speed limit unless otherwise posted. The speed limit at all LaRC exit gates is 15 mph. The speed limit at all LaRC entry gates is 10 mph. The speed limit in parking areas is 10 mph.

b. LaRC Security Officers use radar speed detection to monitor vehicle speeds and detect speeders.

7. SLOW-MOVING VEHICLES

Slow-moving vehicles on LaRC must display a "Slow-Moving Vehicle" emblem (i.e., a triangular emblem, of minimum height 14 inches with a red reflective border not less than 1 3/4 inches wide and a florescent orange center). A slow-moving vehicle means any motor vehicle designed to operate at a maximum speed of 25 mph or less.

8. SEATBELTS

Seatbelt use on LaRC by a driver and front-seat passengers of all privately owned vehicles, so equipped with these safety devices, is mandatory. Seat belt use is also mandatory during the operation of United States Government vehicles.

9. PEDESTRIAN AND BICYCLE SAFETY

a. Motor vehicle operators should be alert for pedestrians and bicyclists. However, pedestrians, i.e. joggers and, roller-skaters, and bicyclists are required to obey traffic control signs and signals. The following directives apply to pedestrians:

(1) Use sidewalks where available.

(2) Do not suddenly leave a curb or sidewalk or run into the path of a vehicle so as to cause a hazard. No pedestrian shall enter or cross an intersection in disregard of approaching traffic.

(3) Walk on the left side of the road facing traffic if there is no sidewalk.

(4) Wait on the curb, not in the street, until it is safe to enter a crosswalk.

~~(5) Yield the right of way to vehicles, unless you are already in a marked crosswalk.~~

b. Rules for Cyclists

- (1) Ride no more than two abreast.
- (2) Do not weave in traffic or enter the road from behind a parked car.
- (3) Move off the street to park or make repairs.
- (4) Do not carry more persons than the cycle is equipped for.
- (5) Ride as near to the right hand side of the road as practical, exercising care when passing a standing vehicle or a vehicle moving in the same direction.
- (6) Do not carry packages or articles that preclude keeping two hands on the handlebars, or obstruct your view.
- (7) At night, have a front white light visible 500 feet, and a red rear reflector visible 300 feet. A red light visible from the rear is also highly recommended.
- (8) Bicyclists are encouraged to wear protective helmets and highly visible clothing.
- (9) Yield to pedestrians.
- (10) Do not ride on sidewalks.
- (11) Use rear-view mirrors.

10. HEADPHONES AND EARPHONES

Headphones and earphones will not be worn while driving a motor vehicle or riding a bicycle on LaRC. A single earphone may be worn while using a hands-free cell phone.

11. PARKING OF RECREATIONAL VEHICLES, TRAILERS, BOATS, CAMPERS, ETC.

The parking or storing of recreational vehicles (RVs), trailers, boats, campers, etc., on LaRC in other than approved areas is prohibited. A RV, trailer, boat, camper, etc., left stationary for longer than 24 hours may be issued a Traffic Violation Notice. A vehicle left for longer than 72 hours may be deemed abandoned (See Section 11). Adjacent parking to the Langley Federal Credit Union-NASA Branch for resale is and approved area, and constitutes an exception to the prohibition.

12. UNATTENDED VEHICLES

Vehicles are not to be left unattended without first stopping the engine, locking the ignition (when so equipped), removing the key, and effectively setting the parking break.

Unattended vehicles, vehicles parked without an operator or passenger should be locked for security. At no time, is it permissible to park or otherwise leave unattended a vehicle with a child of any age inside the vehicle. On LaRC, children without visitor/family-member badges must be accompanied by their sponsors, and may never be left alone in a vehicle, parking lot, or on the street.

13. EMERGENCY VEHICLES

Operators of emergency vehicles are exempt from these traffic and parking regulations when responding to an ~~bona fide~~ emergency. Emergency vehicles will however be driven with due regard and consideration for safety of persons and property.

14. ENTERING SECURITY CHECK POINTS AT CENTER GATES

By necessity, personal conduct while in the process of entering the Center's security perimeter, and proceeding into the armed checkpoint must be compliant, patient, and un-provocative. Gate security officers are tasked with several responsibilities, such as traffic control, access control, and personnel protection. The security officers must be able to respond to any threat to the Center. Drivers, and vehicle occupants, must give the security officer their full attention and follow all instructions. The use of cell phones or other distractions in proximity of a Center gate is prohibited.

154. LANGLEY AIR FORCE BASE TRAFFIC REGULATIONS

LaRC employees driving on Langley Air Force Base (LAFB) are also subject to LAFB traffic enforcement rules including fines and suspensions.

165. TRAFFIC ENFORCEMENT CODE POINT SYSTEM

A summary of points that are assessable is provided in the LaRC Traffic Violation Point Assessment Table (Attachment). The point assessments remain on the person's LaRC Driving Record for 1 year, beginning on the date of issuance of each violation notice.

176. POINT SYSTEM PROCEDURES AND SUSPENSION OF DRIVING PRIVILEGES

a. LaRC assesses traffic points for parking and traffic violations committed on the Center. The accumulation of 15 or more points within a 12 consecutive month period will result in suspension of Center driving privileges. Suspension periods for LaRC are as follows:

- (1) Fifteen calendar days for first time suspension.
- (2) Thirty calendar days for a repeat suspension (a repeat suspension is the accumulation of 15 additional points within 12 months of the date of the first time suspension).

(3) Sixty calendar days for a second repeat suspension (a second repeat suspension is the accumulation of 15 additional points within 12 months of the date of the repeat suspension).

(4) An indefinite suspension may be imposed for violations that occur after a second repeat suspension or in cases where the frequency, flagrancy, and severity of the violation warrant the indefinite withdrawal of driving privileges. Examples of violations that warrant an indefinite suspension are: driving while license or driving privileges on the Center are suspended, refusal to submit to a blood alcohol test, DUI, fleeing the scene of an accident involving injuries, use of a motor vehicle in the commission of a felony, use of fraudulent driver's license, license plates, or registration, attempting to elude Security Officers or police, and racing. An operator given an indefinite suspension may petition for reinstatement 1 year from the beginning of the suspension.

b. In addition to the suspension of Center driving privileges, criminal activities involving the use of a motor vehicle may be referred to the City of Hampton or United States Attorney for criminal prosecution.

c. The HeadChief of Security, SPPOSPPS, will notify the employee in writing of the intent to suspend driving privileges when the employee has accumulated 15 or more points in a 12-month period.

d. Written aAppeals to of traffic citations and suspensions may be made to the HeadChief of Security, SPPS, or to the NASA official appointed by the Chief as the LaRC Traffic Officer. Written appeals should will be addressed to the HeadChief of Security, SPPOSPPS, at Mail Stop 450301. Appeal letters should explain any extenuating circumstances and should address the reasons that points and/or suspension is not warranted. To be considered timely, appeals must be submitted within 10 days of the violation notice or suspension notification. NASA employees may also appeal using appropriate employee grievance procedures. All appeals shall be in writing.

e. Persons whose state driver's license have been suspended or revoked also forfeit their privilege to drive on LaRC until the state driving privilege is restored. No appeal to the Chief of Security is permitted in this instance.

LaRC Traffic Violation Point Assessment Table

Violation Code Number	Violation	Point Assessment
01	Parking in a marked fire, emergency or service zone	5
02	Parking in a designated hazardous area	5
03	Unauthorized parking in a designated handicapped space	5
04	Unauthorized parking in other reserved spaces such as loading zones, visitor spaces, and designated employee spaces	2
05	Parking in a crosswalk, on a sidewalk, or blocking a driveway	3
06	Parking overtime in areas with posted time limits	2
07	Parking or stopping on the street where prohibited	2
08	Parking in other areas not designated for parking (lawns, under structures such as tunnels and research facilities)	2
09	Other -parking, <u>safety, moving, and or</u> non-moving violations	See Note 1
10	Speeding 21 mph or more over posted limit	15
11	Speeding 11-20 mph over posted limit	10
12	Speeding 6-10 mph over posted limit	5
13	Speeding 1-5 mph over posted limit	3
14	Driving under the influence of intoxicating beverage or drugs	15
15	Operating a motor vehicle without a valid license or while license is suspended or revoked	15
16	Failure to remain and provide information at an accident scene	15
17	Failing to obey a traffic sign or signal, including marked crosswalks, resulting in injury to persons	15
18	Failing to obey a traffic sign or signal, including marked crosswalks, with no injury to persons	5
19	Disregarding traffic directions of a security official <u>Failure to obey or disregarding any lawful order/direction from a Security Officer or other sSecurity eOfficial</u>	<u>5-15 (see Note 6)</u>
20	Reckless driving (driving with a willful and wanton disregard for safety of persons or	15

Violation Code Number	Violation	Point Assessment
	property)	
21	Driving onto the flight line or runway without authorization	15
22	Failure to wear safety belts	5
23	Failure to secure children age 4 and under in an approved safety seat	5
24	Operating a motorcycle without an approved safety helmet	5
25	Failure to yield	3
26	Running a stop sign	5
27	Causing a minor accident	3
28	Following too close, unsafe backing, wrong way on a one-way street	3
29	Operating a vehicle while under suspension of driving privileges on LaRC	See Note 2
30	Operating a vehicle with expired registration, expired license, or expired safety inspection	See Note 3
31	Other moving and safety violations	See Note 3
32	Operating a "slow –moving vehicle" without a "slow-moving vehicle" emblem	See Note 4
33	Failure to correct a Correction Citation	See Note 5
<u>34</u>	<u>Attempting to elude or flee from a Security Officer in pursuit</u>	<u>15</u>
<u>35</u>	<u>Use of a cell phone or other distraction while approaching a security check point at a Center gate</u>	<u>5</u>
<u>36</u>	<u>Improper conduct at a security check point, gate, or during a traffic stop</u>	<u>5</u> <u>See Note 7</u>

Note 1: LaRC Security Officers may cite other parking, safety, moving, and safety or non-moving violations assessing 2-15 points. Security Officer point assessments in such instances are subject to review and reassessment by the LaRC Head, SOLaRC Chief of Security.

Note 2: Escorted off LaRC, suspension period reinstated.

Note 3: Security Officers will issue a "correction violation notice" giving the operator 14 days to correct the deficiency. Operator failure to correct deficiencies within 14 days will result in suspension of Center driving privileges until corrected.

Note 4: "Correction violation notice" issued and barred from driving on LaRC if not corrected within 10 days.

Note 5: Assessment of 3 points and issued a second “Correction” violation notice with new time limit.

Note 6: The determination of points assessed will be at the discretion of the responding Security Officer or sSecurity eOfficial and subject to reassessment by the LaRC Chief of Security.

Note 7: The Security Officer will describe the improper conduct in the remarks section of the citation.

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